

MARYLAND  
HISTORICAL



TRUST

Office of Research,  
Survey and Registration

RECEIVED  
APR 28 1992  
RECORDS MANAGEMENT  
DIVISION

William Donald Schaefer  
Governor

Jacqueline H. Rogers  
Secretary, DHCD

April 27, 1992

Mr. Lee Rose  
Records Management Division  
7275 Waterloo Rd.  
P.O. Box 275  
Jessup, MD 20794

Dear Lee:

Enclosed are twenty-seven (27) pages of agency records inventory for the Division of Historical and Cultural Programs. Based on recommendations by you and Kevin Swanson, each sheet represents the total records in each series for the Division. For example: on sheet 1, eighteen file drawers of Work Plans and Master Plans represent the combined total of records in this series for Jefferson Patterson Park and Museum, St. Mary's City, the Banneker-Douglass Museum, and the Crownsville office of the Division.

Locations for the various offices are as follows:

Jefferson Patterson Park & Museum  
10515 Mackall Rd.  
Leonardtwn, MD 20685

St. Mary's City Commission  
P.O. Box 39  
Rosecroft Rd.  
St. Mary's City, MD 20686

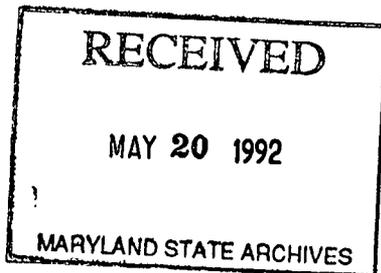
Banneker-Douglass Museum  
84 Franklin St.  
Annapolis, MD 21401

Div. of Historical & Cultural Programs  
100 Community Place  
Crownsville, MD 21032

Sincerely,

*Mary Louise de Sarran*

Mary Louise de Sarran  
(410) 514-7655



*Maryland*

Division of Historical and Cultural Programs  
Department of Housing and Community Development  
100 Community Place, Crownsville, Maryland 21032-2023 (301) 514-7600

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
DHCD Department of Housing and Community Development		Division of Historical and Cultural Programs
Item No.	Description	Retention
	THIS SCHEDULE SUPERSEDES Nos. 1040 & 1062.	
1.	<u>WORK PLANS AND MASTER PLANS</u>	
1.A.	<u>Archeology</u>  Annual & long-range plans for major program areas covering goals and objectives, purposes, planned activities, time tables, and budget/staffing projections. Publicly reviewed and available documents.  Facility Development Master Plans covering capital projects design and development.	Retain permanently. Transfer periodically to the Maryland State Archives.  Retain permanently. Transfer periodically to the Maryland State Archives.
1.B.	<u>Jefferson Patterson Park and Museum</u>  Work plans and master planning documents for Jefferson Patterson Park and Museum (JPPM) and JPPM- associated projects only.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.C.	<u>Director's Office</u>  Plans pertaining to programs within Division of Historical and Cultural Programs.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.D.	<u>Management and Planning</u>  All required federal annual work plans, end-of-year reports, continuation grant applications to National Park Service.	Retain for three (3) years in office to correspond with NPS review and then transfer to the Maryland State Archives.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

8/18/91  
Date

*[Signature]*  
Signature

DIRECTOR, DHCD  
Title

6/1/92  
Date

*[Signature]*  
State Archivist

Item No.	Description	Retention
1.E.	<p><u>Afro-American Commission</u></p> <p>Annual work plans covering the objectives, goals, and planned activities of the Commission.</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>
1.F.	<p><u>Office of Research, Survey &amp; Registration</u></p> <p>Annual work plans and state work programs.</p>	<p>Retain for three (3) years. Then send to the Maryland State Archives.</p>
1.G.	<p><u>St. Mary's City</u></p> <p>Work plans and master plans covering the objectives, goals, and planned activities of Historic St. Mary's City.</p>	<p>Retain for five (5) years. Send copies to DHCD as part of DHCP records. Send originals to Maryland State Archives.</p>
2.	<p><u>CORRESPONDENCE</u></p>	
2.A.	<p><u>Archeology</u></p> <p>Files of original incoming letters, copies of response letters, memoranda, other miscellaneous papers relating to the administration of the Archeology Office and its programs.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Daily outgoing written communication.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>

Item No.	Description	Retention
2.C.	<p><u>Director's Office</u></p> <p>Daily incoming and outgoing correspondence.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.D.	<p><u>Management and Planning</u></p> <p>Original incoming and copies of outgoing correspondence.</p> <p>Original correspondence from National Park Service (NPS) or any other Federal source related to Historic Preservation Fund.</p> <p>Correspondence incoming and outgoing related to grantors. Records related to ownership of property.</p> <p>All other records including those related to non-construction grant projects assisted with federal and/or state funds.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p> <p>Retain for five (5) years. Then destroy.</p> <p>Retain permanently. Retain in office until no longer needed. Transfer periodically to the Maryland State Archives.</p> <p>Retain for thirty years. Then destroy.</p>
2.E.	<p><u>Afro-American Commission</u></p> <p>Original incoming letters, copies of outgoing letters, memoranda, reports, and other miscellaneous papers relating to the administration of the Commission.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>

Item No.	Description	Retention
2.F.	<p><u>Office of Research Survey and Registration</u></p> <p>Daily incoming and outgoing correspondence.</p> <p>-</p> <p>-</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
2.G.	<p><u>St. Mary's City</u></p> <p>Original incoming letters, copies of outgoing letters, memos, reports, and other miscellaneous reports.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.</p>
3.	<p><u>COMPLIANCE</u></p>	
3.A.	<p><u>Archeology</u></p> <p>Records relating to projects reviewed under Federal or State regulatory authorities.</p>	<p>Retain for three (3) years; then destroy.</p>
3.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Original field and site records.</p>	<p>Retain permanently. Transfer periodically to Maryland State Archives.</p>
4.	<p><u>MARYLAND HISTORICAL TRUST-CONDUCTED REPORTS</u></p>	
4.A.	<p><u>Archeology</u></p> <p>Reports produced as a result of MHT-funded or staff-conducted research or investigations involving archeological resources.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
4.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>JPPM field, site, and administrative records for JPPM-sponsored projects.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

SCHEDULE  
NO. 1430

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Item No.	Description	Retention
4.C.	<u>Management and Planning</u>	
	Financial documents to back up reports of grantor and grantee.	Retain for three (3) years in office for State audit. Keep with report for transfer to the Maryland State Archives.
5.	<u>CLIPPING FILES</u>	
5.A.	<u>Archeology</u>	
	Newspaper articles, periodicals and other publicly-distributed documents relating to program activities and accomplishments.	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to the Maryland State Archives records showing significant accomplishments of the program.
5.B.	<u>Jefferson Patterson Park and Museum</u>	
	Newspaper articles, periodicals, and other publicly-distributed documents.	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to the Maryland State Archives records showing significant accomplishments of the program.
5.C.	<u>Afro-American Commission</u>	
	Newspaper clippings.	Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to the Maryland State Archives records showing significant accomplishments of the program.

Item No.	Description	Retention
5.D.	<p><u>St. Mary's City</u></p> <p>Newspapers articles, periodicals, and other publicly-distributed documents.</p>	<p>Screen annually. Destroy material no longer needed. Retain permanently and periodically transfer to the Maryland State Archives records showing significant accomplishments of the program.</p>
6.	<p><u>PROGRAM DEVELOPMENT FILES</u></p>	
6.A.	<p><u>Archeology</u></p> <p>Files relating to conception, development and establishment of new program areas (e.g. Maryland Maritime Archeology Program; NOAA National Center for Maritime Preservation Technology).</p>	<p>Retain permanently and periodically transfer to the Maryland State Archives.</p>
6.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Project and program general administrative files (e.g. Chesapeake Bay/Patuxent River Outdoor Educational Programs; Solomon's Environmental and Archaeological Research Consortium).</p>	<p>Screen annually. Destroy materials no longer needed.</p>
6.C.	<p><u>Director's Office</u></p> <p>Program and divisional development and organizational files.</p> <p>Maryland Historical Trust Board of Trustees minutes and related files.</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p> <p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>
6.D.	<p><u>Management and Planning</u></p> <p>National Park Service data, Federal time distribution forms, requests for payment forms to Federal agencies, back-up documents for request for payment.</p> <p>Budget development files.</p>	<p>Retain according to Federal regulations. Then destroy.</p> <p>Retain for three (3) years and until audit requirements are met, then destroy.</p>

Item No.	Description	Retention
6.E.	<p><u>St. Mary's City</u></p> <p>Operational plans of major programs for upcoming fiscal years. Contains information on publications, museum collections, exhibits, and public programs.</p>	<p>Retain for five (5) years. Then destroy.</p>
7.	<p><u>MULTI-STATE PROGRAM</u></p>	
7.A.	<p><u>Archeology</u></p> <p>Records relating to multi-state cooperative undertakings, excluding reports and technical publications resulting from those undertakings.</p>	<p>Retain for five (5) years. Then destroy.</p>
7.B.	<p><u>St. Mary's City</u></p> <p>Historic St. Mary's City works cooperatively with other state agencies, i.e., St. Mary's College, DGS, State Planning, and other program offices including DHCD.</p>	<p>Retain for five (5) years. Then destroy.</p>
	<p><u>TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT FILES</u></p>	
8.A.	<p><u>Archeology</u></p> <p>Incoming technical assistance letters, outgoing reply letters, notes and other records such as project plans, maps, photographs relating to requests for technical assistance.</p>	<p>Retain for three (3) years. Then destroy.</p>
8.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Incoming technical assistance letters, outgoing reply letters, notes and other records such as project plans, maps, photographs relating to requests for technical assistance.</p>	<p>Retain for three (3) years. Then destroy.</p>
8.C.	<p><u>St. Mary's City</u></p> <p>Staff assists when called upon, i.e., archeological mitigation of developmental programs such as the trail system, Dept. of Agriculture (RC&amp;D).</p>	<p>Retain for three (3) years. Then destroy.</p>

Item No.	Description	Retention
9.	<u>GRANT APPLICATION FILES</u>	
9.A.	<u>Archeology</u>  Survey and Planning Grant applications, State Preservation Grant applications, staff applications review forms. Records excluding final reports.	Retain for three (3) years per National Park Service regulations. Then destroy.
9.B.	<u>Director's Office</u>  Bowman Board (Washington County Historical and Fine Arts Trust) grant files.	Retain 30 years, then destroy.
9.C.	<u>Management and Planning</u>  Grant application files, grant agreement files for Survey and Planning, Certified Local Government, state non-capital grant fund.	Retain for three (3) years per National Park Service regulations. Then destroy.
D.	<u>Office of Research, Survey and Registration</u>  Survey and Planning Grant applications.	Retain for three (3) years per National Park Service regulations. Then destroy.
9.E.	<u>St. Mary's City</u>  Historic St. Mary's City complies with DHCD regulations for submission of grants for approval and clearinghouse numbers.	Retain for three (3) years per National Park Service Regulations. Then destroy.
10.	<u>THEMATIC RESEARCH DATA FILES</u>	
10.A.	<u>Archeology</u>  Records relating to specific research and investigations regarding archeological themes and their development.	Retain permanently. Periodically transfer to the Maryland State Archives.
10.B.	<u>Jefferson Patterson Park and Museum</u>  Research topics developed at Jefferson Patterson Park and Museum and the resultant information files.	Retain permanently. Periodically transfer to the Maryland State Archives.

Item No.	Description	Retention
10.C	<p><u>Afro-American Commission</u></p> <p>Topical reports on African-American related topics.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
10.D.	<p><u>Office of Research, Survey and Registration</u></p> <p>Files keyed to comprehensive plan structure.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
10.E.	<p><u>St. Mary's City</u></p> <p>Archeological mitigation reports. Final reports to funding agency. Research papers, developmental library.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
11.	<p><u>LIBRARY AND INFORMATION SERVICES</u></p>	
11.A.	<p><u>Archeology</u></p> <p>Publications, survey reports, inventory records, slides, tapes, photographs relating to archeological resources.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
11.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Publications, survey reports, inventory records, slides, tapes, photographs relating to archeological resources.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
11.C.	<p><u>St. Mary's City</u></p> <p>Research manuals, reference documents, reference books for all phases of museum.</p>	<p>Retain permanently. Periodically transfer to the Maryland State Archives.</p>
12.	<p><u>CAPITAL PROJECTS</u></p>	
12.A.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Files of administrative drawings and specifications for modifications to the JPPM site and appurtenances constitute historical documentation of facility changes.</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>

Item No.	Description	Retention
12.B.	<p><u>St. Mary's City</u></p> <p>Records detailing State-funded expansion of museum.</p>	<p>Record copy permanently retained at Dept. of General Services. Retain copies for five (5) years at St. Mary's City. Then destroy.</p>
13.	<p><u>MAINTENANCE AND SERVICE LOGS</u></p>	
13.A	<p><u>Archeology</u></p> <p>Vehicle service records. Equipment service and repair records.</p>	<p>Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.</p>
13.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Some service logs are not documents of record (i.e., logs re: vehicles); others pertaining to buildings and equipment are retained and reviewed periodically.</p>	<p>Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.</p>
13.C.	<p><u>Management and Planning</u></p> <p>Files pertaining to maintenance and service.</p>	<p>Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.</p>
13.D.	<p><u>Afro-American Commission</u></p> <p>Documents, contracts, and reports having to do with building maintenance and service.</p>	<p>Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.</p>
13.E.	<p><u>St. Mary's City</u></p> <p>Maintenance requests, maintenance logs, maintenance equipment files, inventory (DHCD).</p>	<p>Retain for three (3) years. Then destroy.</p>

Item No.	Description	Retention
14.	<u>SECURITY AND SAFETY REPORTS</u>	
14.A.	<u>Jefferson Patterson Park and Museum</u> Incident files including copies of police reports, contact forms, notes, photographs.	Retain for three (3) years. Then destroy.
14.B.	<u>St. Mary's City</u> Security service requests, incident reports.	Retain for three (3) years. Then destroy.
15.	<u>REAL PROPERTY DOCUMENTS</u>	
15.A.	<u>Archeology</u> Equipment specifications, operating and maintenance manuals.  Deeds and titles.	Retain until property is sold or disposed of. Then transfer to new owner or destroy.  Retain permanently. Transfer periodically to Maryland State Archives.
15.B.	<u>Jefferson Patterson Park and Museum</u> Legal documents.  Signed copies of deeds, etc.	Retained at county courthouse.  Retain permanently. Transfer periodically to Maryland State Archives.
16.	<u>EQUIPMENT INVENTORY FILES</u>	
16.A.	<u>Archeology</u> Lists of equipment under program control.	Update annually. Retain annual records for one (1) year. Then destroy.
16.B.	<u>Jefferson Patterson Park and Museum</u> Lists of equipment under program control.	Retain at JPPM until equipment is deaccessioned or superseded. Then destroy.

Item No.	Description	Retention
16.C.	<p><u>Management and Planning</u></p> <p>Lists of equipment under program control.</p>	<p>Retain until equipment is deaccessioned or superseded. Then destroy.</p>
16.D.	<p><u>Office of Research, Survey and Registration</u></p> <p>Lists of equipment program control.</p>	<p>Retain until equipment is deaccessioned or superseded. Then destroy.</p>
17.	<p><u>RENTAL RECORDS</u></p>	
17.A.	<p><u>Archeology</u></p> <p>Equipment and facility rental agreements.</p>	<p>Retain while equipment or facility is being rented plus one (1) year. Then destroy.</p>
17.B.	<p><u>Jefferson Patterson Park and Museum</u></p> <p>Records pertaining to rental income properties.</p>	<p>Retain while equipment or facility is being rented plus one (1) year. Then destroy.</p>
17.C.	<p><u>St. Mary's City</u></p> <p>Rental lease agreements</p>	<p>Retain for five (5) years. Then destroy.</p>
18.	<p><u>GRANTS RECEIVED</u></p>	
18.A.	<p><u>Archeology</u></p> <p>Records relating to Md. Historical Trust - received grants, including grant application and administration documents, but excluding final reports, publications of other products produced under the grant.</p>	<p>Retain for three (3) years. Then destroy.</p>

Item No.	Description	Retention
18.B.	<u>Jefferson Patterson Park and Museum</u> Administrative, financial, correspondence, notes, and final report information are included in these documents.	Retain for three (3) years. Then destroy.
18.C.	<u>Management and Planning</u> Grants received from outside sources by fund raiser to enhance DHCP programs. Grants received for historic preservation, specialized historically preserved properties, National Register properties.	Keep records the length of time specified by each grantor. Then destroy. Retain permanently. Transfer periodically to the Maryland State Archives.
18.D.	<u>St. Mary's City</u> Records and reports kept through expenditures of the grants. Granting agency has records.	Retain for seven (7) years. Then destroy. Copies retained by granting agency.
19.	<u>EXHIBITS...Public Events/Visitation Records</u>	
19.A.	<u>Archeology</u> Records of public attendance at exhibits/events.	Retain for five (5) years. Then destroy.
19.B.	<u>Jefferson Patterson Park and Museum</u> Information on exhibits and public programs.	Retain for five (5) years. Then destroy.
19.C.	<u>Management and Planning</u> Files recording numbers of public events and visitation records.	Retain for five (5) years. Then destroy.
19.D.	<u>Afro-American Commission</u> Information on exhibits and public programs.	Retain for five (5) years. Then destroy.

Item No.	Description	Retention
19.E.	<u>St. Mary's City</u>  Information on exhibits and public programs.	Retain for five (5) years. Then destroy.
20.	<u>GENERAL POLICY FILES</u>	
20.A.	<u>Archeology</u>  Documents relating to program policies and methods.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
20.B.	<u>Jefferson Patterson Park and Museum</u>  Policies that pertain to JPPM site and personnel are documents of record to be retained at JPPM. For outside policies, JPPM does not have the documents of record.	Retain at JPPM only those policies which have a potential for legal review. Destroy all others.
20.C.	<u>Director's Office</u>  Files pertaining to programs within the Division; boards and commissions.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
20.D.	<u>Management and Planning</u>  Files pertaining to federally-mandated policy and procedures related to acceptance of Historic Preservation Funds.	Retain on site for five (5) years. Then destroy.
20.E.	<u>Office of Research, Survey and Registration</u>  Files dealing with general policies of ORSR.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.

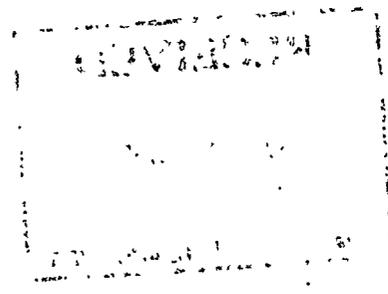
Item No.	Description	Retention
20.F	<u>St. Mary's City</u>	
	SMCC minutes and records. DHCD directives.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
21.	<u>OUTSIDE-RELATED ORGANIZATIONS</u>	
21.A	<u>Archeology</u>	
	Records relating to liaison with non-MHT archeological organizations.	Retain for three (3) years. Then destroy.
21.B.	<u>Jefferson Patterson Park and Museum</u>	
	Officially associated organizations' files are retained for the benefit of the state only. The nature and types of documents vary widely.	Retain for three (3) years. Then destroy.
21.C.	<u>Director's Office</u>	
	Director-involved organizations.	Retain for three (3) years. Then destroy.
22.	<u>VOLUNTEER FILES</u>	
22.A.	<u>Archeology</u>	
	Files related to volunteers.	Retain for three (3) years. Then destroy.
22.B.	<u>Jefferson Patterson Park and Museum</u>	
	For JPPM volunteers only. Records include time sheets, personal information and miscellaneous documents.	Retain for three (3) years. Then destroy.
22.C.	<u>St. Mary's City</u>	
	Records of volunteer hours.	Retain for three (3) years. Then destroy.

Item No.	Description	Retention
23.	<u>REVIEW AND COMPLIANCE-OFFICE OF PRESERVATION SERVICES</u>	
23.A.	<p><u>Environmental Review Files</u></p> <p>Files contain all correspondence and documentation of projects reviewed to fulfill compliance with federal and state historic preservation laws and regulations (including Sections 106/110 of the National Historic Preservation Act of 1966 and Sections 5-617/618 of Maryland law Article 83 B).</p>	<p>1) "Effects" - retain for three (3) years after <u>final</u> completion of project. Then discard. Any site survey documentation should be retained until actual review is completed. Then integrate into Md. Historical Trust inventory records/files/ and/or National Register/Determination of Eligibility files, as appropriate.</p> <p>2) "No Effects" - retain in inactive files for three (3) years. Then destroy.</p> <p><u>Exceptions:</u> The following types of no effect projects would not follow the above plan:</p> <ul style="list-style-type: none"> <li>a. Corps of Engineers Dredging projects - retain (basic information) permanently in Office of Preservation Services files for future reference and records on prior dredging activities. Transfer Periodically to Md. State Archives</li> <li>b. State Highway Administration projects - retain (basic information) permanently in Office of Preservation Services inactive files for future reference. Transfer periodically to Md. State Archives.</li> </ul>

Item No.	Description	Retention
23.B.	<p><u>Federal Tax Certification Files</u></p> <p>Files contain all applications, correspondence, and documentation of projects reviewed for the purposes of federal rehabilitation tax incentive programs.</p>	<p>3) "Problem Projects" - retain in Office of Preservation Services inactive files permanently. Transfer periodically to Md. State Archives.</p> <p>Retain for five (5) years after <u>final certification of completed project</u>. Retain all certified Part I &amp; II applications which advanced no further for five (5) years after certification. After five (5) years in files, discard. Incomplete project applications which are not completed within 30 days after notification to applicant will be forwarded to the National Park Service.</p>
23.C.	<p><u>State 502-H Files</u></p> <p>Files contain all applications, correspondence, and documentation of projects reviewed for the purposes of the state subtraction for the preservation of historic property (Form 502-H).</p>	<p>Retain until end of project amortization period. Then dispose of file. Retain any photodocumentation of easement properties.</p>
23.D.	<p><u>Miscellaneous Review and Compliance Files</u></p> <ol style="list-style-type: none"> <li>1. Federal Memoranda of Agreement</li> <li>2. State Memoranda of Agreement</li> <li>3. Preservation laws and regulations</li> <li>4. Historic districts (National Register listed and surveyed) by county</li> <li>5. Maps which are numbered and the numbers clearly marked within the appropriate project file</li> <li>6. General subject files (miscellaneous topic or agency information) filed alphabetically by subject</li> </ol>	<p>Retain for ten (10) years. Then destroy.</p>

Item No.	Description	Retention
24.	<u>FINANCIAL ASSISTANCE AND EASEMENTS-Office of Preservation Services</u>	
24.A	<u>Grant Files</u> Files contain all applications, plans, agreements, project inspection forms, grant disbursements, correspondence and other information relating to the state historic preservation grant program.	Retain files for ten (10) years from date of project completion. Then destroy.
24.B	<u>Grant Application Files</u> Files contain all non-funded grant applications received, as well as materials related to the application solicitation, grant selection, and award notification process, organized by grant round.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.C	<u>Loan Files</u> Files contain all applications, plans, agreements, mortgages, project inspection and fund disbursement forms, correspondence and other information relating to the state historic preservation loan program.	Retain files for ten (10) years from date of loan repayment. Then discard.
24.D	<u>Loan Application Files</u> Files contain all non-funded loan applications received, as well as materials related to loan application solicitation and award process.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.E	<u>Easement Files</u> Files contain preservation easements held by the Maryland Historical Trust, including property documentation, inspection reports, requests for and decisions on alterations and changes, and other correspondence.	Original recorded easement and exhibits are sent to the Maryland State Archives upon easement execution. Maryland Historical Trust retains a copy of the executed original, all photographic negatives, and all other property documentation and information in current files for thirty (30) years.

Item No.	Description	Retention
24.F.	<p><u>Pending Easement Files</u></p> <p>Files contain all materials relating to the acquisition of as yet unexecuted easements.</p>	<p>Retain for five (5) years from date of last correspondence. Then destroy.</p>
25.	<p><u>ARCHEOLOGICAL SERVICES - Office of Preservation Services</u></p> <p>Archeological research reports prepared as the result of review, compliance, funding, easement or other activities.</p>	<p>Upon project completion, send to Maryland Historical Trust library for permanent collection. Transfer periodically to Maryland State Archives.</p>
26.	<p><u>ARCHITECTURAL AND ENGINEERING SERVICES - Office of Preservation Services</u></p> <p>Files contain all documentation and correspondence relating to the acquisition and disposition of Maryland Historical Trust-owned property.</p>	<p>Retain all files for five (5) years from date of sale or transfer. Then transfer to the Maryland State Archives. Retain all leased property files until superseded. Then destroy.</p>
27.	<p><u>PROJECT PLANS, SPECIFICATIONS, AND ENVIRONMENTAL REPORTS - Office of Preservation Services</u></p> <p>Files contain oversized project plans, specifications and environmental reports generated from review, compliance, financial assistance, easement and Maryland Historical Trust-owned property activities.</p>	<p>Transfer to Maryland State Archives all items for properties on which easements are held. Discard all else.</p>



INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DHCD

2. DIVISION  
Div. Historical & Cultural Programs

3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

1. WORK PLANS & MASTER PLANS

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Annual and long-range plans for major program areas covering goals and objectives, purposes, planned activities, time tables, and budget/staffing projections.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
18  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
5  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION.

*Retain permanently; Periodically transfer to Maryland State Archives.*

19. NAME AND TITLE OF PREPARER

*M. J. de Sarran  
Records Manager*

20. TELEPHONE NUMBER

*(410) 514-7655*

21. DATE

*4/24/92*

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DS 880-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
2. CORRESPONDENCE

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Original incoming and copies of outgoing correspondence

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
39  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)  
41  FLOPPY DISKS  
10. ANNUAL ACCUMULATION  
8  FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
10  OTHER(SPECIFY) FLOPPY

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER 1  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO *Anchology only*  
(IF YES, CITE LAW(S) & REGULATION(S) *Annotated*  
*Code of Md. Art. 83 B Sec. 5-615*

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Screen annually. Destroy material no longer needed. Retain permanently records showing development of programs. Periodically transfer to Maryland State Archive s.*  
(See Back of page for Exceptions)

19. NAME AND TITLE OF PREPARER  
*M.L. De Senan  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
3. COMPLIANCE

5. EARLIEST YEAR/LATEST YEAR  
1968 TO Present 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records relating to projects reviewed under Federal or State regulatory authorities

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 15  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 5  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES
- NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

Annotated Code Md. Art. 83B, Sec. 5-615

16. AUDIT REQUIREMENTS

- NONE
- STATE
- FEDERAL
- INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES
- NO

18. RECOMMENDED RETENTION

Archaeology - 3 yrs. then destroy  
Jefferson Patterson - Retain permanently.  
Transfer periodically to Md. State Archives.

19. NAME AND TITLE OF PREPARER

M L de Sarran  
Records Manager

20. TELEPHONE NUMBER

(410) 514-7655

21. DATE

4/24/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

4. MARYLAND HISTORICAL TRUST-CONDUCTED REPORTS

5. EARLIEST YEAR/LATEST YEAR

1983 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Reports produced as a result of MHT-funded or staff-conducted research or investigations.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 11  
NUMBER 2 Library Shelves

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

see cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES
- NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

Annot. Code Md. Art. 83B, Sec. 5-615

16. AUDIT REQUIREMENTS

- NONE
- STATE
- FEDERAL
- INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES
- NO

18. RECOMMENDED RETENTION

Retain permanently. Periodically transfer to Md. State Archives.

19. NAME AND TITLE OF PREPARER

M. L. de Sarran  
Records Manager

20. TELEPHONE NUMBER

(410) 514-7655

21. DATE

4/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE  
5. CLIPPING FILES

6. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Newspaper articles, periodicals and other publicly-distributed documents relating to program activities and accomplishments.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
7  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5 MONTH(S)  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Screen annually. Destroy material no longer needed. Periodically transfer to Maryland State Archives records showing accomplishments of programs.*

19. NAME AND TITLE OF PREPARER  
*Ym & de Sanan  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

6. PROGRAM DEVELOPMENT FILES

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files relating to conception, development and establishment of new program areas.

7. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
35  
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
4  
NUMBER

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

18. RECOMMENDED RETENTION

*Retain permanently for periodic transfer to Maryland State Archives.*

(See back of page for Exceptions)

19. NAME AND TITLE OF PREPARER

*M. de Sarran  
Records Manager*

20. TELEPHONE NUMBER

*(410) 514-7655*

21. DATE

*4/24/92*

6 B JEFFERSON PATTERSON PARK AND MUSEUM

"Project and program . . ."

Screen annually. Destroy materials no longer needed.

6 D MANAGEMENT AND PLANNING

"National Park Service . . ."

Retain according to Federal regulations. Then Destroy.

6 E ST. MARY'S CITY

"Operational plans of . . ."

Retain for five (5) years. Then Destroy.



**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY  
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3. UNIT

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
7. MULTI-STATE PROGRAMS

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Records relating to multi-state cooperative undertakings.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
4 1/2  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO *Other State agencies, St. Mary's City, DGS, State Planning, etc.*

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain for five years. Then destroy.*

19. NAME AND TITLE OF PREPARER  
*M. de Sarran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES  
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DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
8. TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT FILES

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Incoming technical assistance letters, outgoing reply letters, notes and other records such as project plans, maps, photographs relating to requests for technical assistance.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
7  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/3  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*see cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
*Annot. Code Md. Art. 83B, Sec. 5-615*

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain for 3 yrs; then destroy.*

19. NAME AND TITLE OF PREPARER  
*M L de Sarran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 550-1)

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO ROAD  
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**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

9. GRANT APPLICATION FILES

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Grant applications made to the various offices within Div. Historical and Cultural Programs

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 17  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 3  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*see cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

*Retain for 3 yrs. per National Park Service regulations. Then dest roy.*

(See back of page for Exceptions)

19. NAME AND TITLE OF PREPARER

*MJ de Juan  
Records Manager*

20. TELEPHONE NUMBER

*(410) 514-7655*

21. DATE

*4/24/92*

9 B DIRECTOR'S OFFICE

"Bowman Board . . ."

Retain permanently. Transfer  
periodically to Maryland State  
Archives.

RECEIVED

MAY 1 1992

MARYLAND STATE ARCHIVES

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DHCD

2. DIVISION  
Div. Historical and Cultural Programs

3. UNIT

**DEFINITION-RECORD SERIES** - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

10. THEMATIC RESEARCH DATA FILES

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Records relating to specific research and investigations regarding themes relevant to the Division.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 21  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 2  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- MD. STATE ARCHIVES

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))

Annot. Code Md. Anl. 83B, Sect. 5-615

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain permanently. Periodically transfer to MD. State Archives

19. NAME AND TITLE OF PREPARER

M L de Saran  
Records Manager

20. TELEPHONE NUMBER

(410) 514-7655

21. DATE

4/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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3. UNIT

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
11. LIBRARY AND INFORMATION SERVICES

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Publications, survey reports, inventory records, slides, tapes, photographs relating to architectural, archeological, and cultural resources.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain permanently; periodically transfer to MD State Archives.*

19. NAME AND TITLE OF PREPARER  
*M J de Saran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 574-7655*

21. DATE  
*4/24/92*

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
12. CAPITAL PROJECTS

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Files of administrative drawings and specifications for modifications to the Jefferson Patterson site and records detailing State-funded expansion of museum at St. Mary's City.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
12  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO DGS

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
JPPM - Retain permanently, Periodically transfer to MO State Archives  
St. Mary's City - Record copy permanently retained at DGS. Retain St. Mary's copy for (5) yrs; then destroy.

19. NAME AND TITLE OF PREPARER  
Records Manager  
MJ de Senan

20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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3. UNIT

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

13. MAINTENANCE AND SERVICE LOGS

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Documents, contracts, and reports having to do with building maintenance, equipment service and repair.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
5"x7" index cards

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
9  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
 MONTH(S)  YEAR(S)  
NUMBER When equipment is sold

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain until vehicle or equipment is disposed of. Transfer to new owner or destroy.  
13 E ST. MARY'S CITY Retain for three (3) years. Then destroy.

19. NAME AND TITLE OF PREPARER  
M. L. de Saran  
Records Manager

20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

14. SECURITY AND SAFETY RECORDS

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Incident files including copies of police reports, contact forms, and security service requests.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10  
NUMBER 2 files (folders) 1 each
10. ANNUAL ACCUMULATION
- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S)  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

*Retain for (3) yrs; then destroy.*

19. NAME AND TITLE OF PREPARER

*M L de Sanan  
Records Manager*

20. TELEPHONE NUMBER

*(410) 514-7655*

21. DATE

*4/24/92*

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
15. REAL PROPERTY DOCUMENTS

5. EARLIEST YEAR/LATEST YEAR  
1983 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Equipment specifications, operating and maintenance manuals, deeds and titles.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
1/2  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1/6  
NUMBER  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain permanently; periodically transfer to MD State Archives.*

(See back of page for Exceptions)

19. NAME AND TITLE OF PREPARER  
*M L de Saran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

15 A ARCHEOLOGY

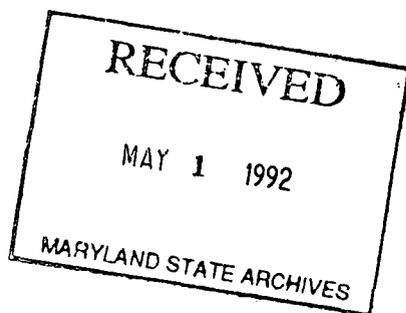
"Equipment specifications, . . ."

Retain until property is sold or disposed of. Then transfer to new owner or destroy.

15 B JEFFERSON PATTERSON PARK AND MUSEUM

Legal documents.

Retained at county courthouse.



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
16. EQUIPMENT INVENTORY FILES

5. EARLIEST YEAR/LATEST YEAR  
1973 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Lists of equipment under program control.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
1/2  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2 floppies

10. ANNUAL ACCUMULATION  
1/6  FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER when sold  
 MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Finance Section DHCD

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain until equipment is disposed of then destroy  
See backof page for Exceptions)

19. NAME AND TITLE OF PREPARER  
M L de Sanan  
Records Manager

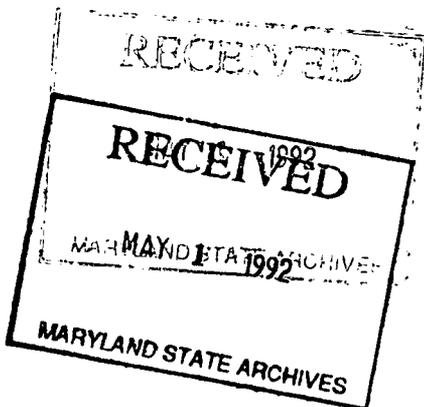
20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

16 A ARCHEOLOGY

"Lists of equipment . . ."

Update annually. Retain annual records for one (1) years. Then destroy.



INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSEUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
17. RENTAL RECORDS

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Equipment and facility rental agreements.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
9  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5 MONTH(S)  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain while equipment or facility is being rented plus (1) yr. Then destroy. In St. Mary's case retain for 5 yrs; then destroy.*

19. NAME AND TITLE OF PREPARER  
*M. L. de Jarama  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
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**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
18. GRANTS RECEIVED

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Records relating to grants received by various offices of Division of Historical and Cultural Programs

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
8  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER <sup>time specified by grantor</sup>  
 MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO *granting agency and DHCP fiscal services*

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Keep records length of time specified by grantor - then destroy. Retain permanently grants received for historic preservation and National Register properties. Periodically transfer to no State Archives*

19. NAME AND TITLE OF PREPARER  
*M.L. de Jarran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DHCD

2. DIVISION  
Div. Historical and Cultural Programs

3. UNIT

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
19. EXHIBITS

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Records of public attendance at exhibits and events sponsored by the Division of Historical and Cultural Programs

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)  
Project

9. VOLUME

*22 flat file drawers*  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
*12 NUMBER*  
*40 floppy disks*

10. ANNUAL ACCUMULATION

*2*  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5*  
 MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

*Retain for (5) yrs; then destroy*

19. NAME AND TITLE OF PREPARER

*YML de Saran  
Records Manager*

20. TELEPHONE NUMBER

*(410) 514-7655*

21. DATE

*4/24/92*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY  
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DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
20. GENERAL POLICY FILES

5. EARLIEST YEAR/LATEST YEAR  
1961 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files relating to program policies and methods.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
33  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
3  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain permanently. Transfer periodically to no State Archives records showing program development and change.*

(See back of page for Exceptions)

19. NAME AND TITLE OF PREPARER  
*M L de Jarran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

20 B JEFFERSON PATTERSON BERKAND MUSEUM

"Policies that pertain. . ."

Retain at JPPM only those policies which have a potential for legal review. Destroy all others.

20 D MANAGEMENT AND PLANNING

"Files pertaining to . . ."

Retain on site for five (5) years. Then destroy.

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MAY 1 1992

MARYLAND STATE ARCHIVES

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
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2. DIVISION  
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3. UNIT

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
21. OUTSIDE-RELATED ORGANIZATIONS FILES

5. EARLIEST YEAR/LATEST YEAR  
1978 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records relating to liaison with outside organizations.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
13  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION.  
*Retain for (3) yrs; then destroy.*

19. NAME AND TITLE OF PREPARER  
*M L de Saran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

**INSTRUCTIONS**--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY  
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**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
22. VOLUNTEER FILES

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Files containing time sheets, personal information and miscellaneous documents.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
10  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain for (3) yrs, then destroy.*

19. NAME AND TITLE OF PREPARER  
*Y. J. de Loran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
23. REVIEW AND COMPLIANCE

5. EARLIEST YEAR/LATEST YEAR  
1968 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files contain all correspondence and documentation of projects reviewed to fulfill compliance with federal and state historic preservation laws and regulations.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
76  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
10  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Annot - Code MD Art 83B, Sect. 5-615

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
See back

19. NAME AND TITLE OF PREPARER  
ML de Sarran  
Records Manager

20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
23. REVIEW AND COMPLIANCE

5. EARLIEST YEAR/LATEST YEAR  
1968 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files contain all correspondence and documentation of projects reviewed to fulfill compliance with federal and state historic preservation laws and regulations.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
76  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
10 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Annot - Code MD Ant 83B, Sect. 5-615

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
See back

19. NAME AND TITLE OF PREPARER  
ML de Sarron  
Records Manager

20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
24. FINANCIAL ASSISTANCE AND EASEMENTS FILES

5. EARLIEST YEAR/LATEST YEAR  
1968 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files contain all records relating to the state historic preservation grant and loan program as well as material relating to easements held by the Maryland Historical Trust.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
50  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
5  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER *See back*  
 MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*See back*

19. NAME AND TITLE OF PREPARER  
*M L de Jarama  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

MARYLAND STATE ARCHIVES

MAY 1 1992

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RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO. 18 of 19

Item No.	Description	Retention
24.	<b>FINANCIAL ASSISTANCE AND EASEMENTS—Office of Preservation Services</b>	
24.A.	<b>Grant Files</b> Files contain all applications, plans, agreements, project inspection forms, grant disbursements, correspondence and other information relating to the state historic preservation grant program.	Retain files for ten (10) years from date of project completion. Then destroy.
24.B.	<b>Grant Application Files</b> Files contain all non-funded grant applications received, as well as materials related to the application solicitation, grant selection, and award notification process, organized by grant round.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.C.	<b>Loan Files</b> Files contain all applications, plans, agreements, mortgages, project inspection and fund disbursement forms, correspondence and other information relating to the state historic preservation loan program.	Retain files for ten (10) years from date of loan repayment. Then discard.
24.D.	<b>Loan Application Files</b> Files contain all non-funded loan applications received, as well as materials related to loan application solicitation and award process.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.E.	<b>Easement Files</b> Files contain preservation easements held by the Maryland Historical Trust, including property documentation, inspection reports, requests for and decisions on alterations and changes, and other correspondence.	Original recorded easement and exhibits are sent to the Maryland State Archives upon easement execution. Maryland Historical Trust retains a copy of the executed original, all photographic negatives, and all other property documentation and information in current files for thirty (30) years.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO. 19 of 19

Item No.	Description	Retention
24.F.	<b>Pending Easement Files</b> Files contain all materials relating to the acquisition of as yet unexecuted easements.	Retain for five (5) years from date of last correspondence. Then destroy.
25.	<b>ARCHEOLOGICAL SERVICES - Office of Preservation Services</b> Archeological research reports prepared as the result of review, compliance, funding, easement or other activities.	Upon project completion, send to Maryland Historical Trust library for permanent collection. Transfer periodically to Maryland State Archives.
26.	<b>ARCHITECTURAL AND ENGINEERING SERVICES - Office of Preservation Services</b> Files contain all documentation and correspondence relating to the acquisition and disposition of Maryland Historical Trust-owned property.	Retain all files for five (5) years from date of sale or transfer. Then transfer to the Maryland State Archives. Retain all leased property files until superseded. Then destroy.
27.	<b>PROJECT PLANS, SPECIFICATIONS, AND ENVIRONMENTAL REPORTS - Office of Preservation Services</b> Files contain oversized project plans, specifications and environmental reports generated from review, compliance, financial assistance, easement and Maryland Historical Trust-owned property activities.	Transfer to Maryland State Archives all items for properties on which easements are held. Discard all else.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
25. ARCHEOLOGICAL SERVICES

5. EARLIEST YEAR/LATEST YEAR  
1965 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Archeological research reports prepared as the result of review, compliance, funding, easement or other activities.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL by accession number  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
2,100 reports  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
100 reports  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER year  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Annot. Code MD Art 83 B Sect. 5-615

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION:  
Permanent - transfer to MD state Archives periodically

19. NAME AND TITLE OF PREPARER  
M L de Lanar  
Records Manager

20. TELEPHONE NUMBER  
(410) 514-7655

21. DATE  
4/24/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 880-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DHCD

2. DIVISION  
Div. Historical and Cultural Programs

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
26. ARCHITECTURAL AND ENGINEERING SERVICES FILES

5. EARLIEST YEAR/LATEST YEAR  
1961 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files contain all documentation and correspondence relating to the acquisition and disposition of Maryland Historical Trust-owned property.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
4  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
1/4  
NUMBER  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
*See cover letter*

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
*Retain for (5) yrs; then transfer to MD State Archives.  
For leased property - retain until superseded - then destroy.*

19. NAME AND TITLE OF PREPARER  
*M L de Saran  
Records Manager*

20. TELEPHONE NUMBER  
*(410) 514-7655*

21. DATE  
*4/24/92*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 27 OF 27

1. DEPARTMENT/AGENCY  
DHCD

2. DIVISION  
Div. Historical and Cultural Programs

3. UNIT

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

27. PROJECT PLANS, SPECIFICATIONS AND ENVIRONMENTAL RPTS.

5. EARLIEST YEAR/LATEST YEAR

1968 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Files contain oversized project plans, specifications and environmental reports generated from review, compliance, financial assistance, easement and Maryland Historical Trust-owned property activities.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

Architectural drawings format

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

2 shelved  
rolling map certs  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

See cover letter

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Transfer to MD State Archives  
all items for properties on which  
easements are held  
Discard all else.

19. NAME AND TITLE OF PREPARER

MJ de Sarsan  
Records Manager

20. TELEPHONE NUMBER

(410) 514-7655

21. DATE

4/24/92